

## **Instructions for Use by ROTC Instructors to Apply for Defense Acquisition University (DAU) Continuous Learning Modules-**

Access the Non-DOD ATRRS Internet Training Application System (AITAS) at <https://www.atrrs.army.mil/channels/nondod>. Upon accessing the site, use the instructions provided below to apply for Government Purchase Card (GPC) training.

1: In the left vertical menu, under "Student Functions", select "Apply for Training". At this point, the display will "refresh".

2: Select "Contractor/Industry" from the drop-down list and enter SSN and date of birth.

3. Select "Logon!".

4: If this training application system has not been used previously, first a student profile must be completed. What follows is some information that will be required to prepare the profile.

- A. Pay Grade field is automatically populated for all "Contractor/Industry".
- B. From the "Organization" drop-down list, select the entry at the bottom of the list, "Not Listed- Fill In Below".
- C. In the "Company Name" field enter the name of the School where you work and/or are employed.
- D. Be certain to ensure the email address you enter is correct.

5. When profile has been completed, select the "Create/Update Student Record" red button at the top or bottom of the screen. If one of the required fields is not properly filled out, an error message will appear at the top of the profile display. Once the profile has been accepted and added to the database, it will no longer be visible on the screen.

6: Click on "Prepare Application" at the bottom of the screen.

7: **STEP 1:** Ensure the current FY is selected and visible.

8. **STEP 2:** From the "Training Category" drop-down list, select "DAU Continuous Learning Modules".

9. **STEP 3:** Select the DAU CL Module from the Course drop-down list.

10. **STEP 4:** Press the SEARCH button.

11. **STEP 5:** Click on the "DAU Virtual Campus (DAU Continuous Learning Module)" link.

12. **STEP 6:** Click on the class number "301".

13. **STEP 7:** Scroll all the way down and click on the "SUBMIT THIS APPLICATION" button at bottom of screen.

Requests for enrollment in DAU CL Modules don't have to be reviewed or approved by anybody. If the profile/application has been properly prepared, a pop-up will appear advising that the request for enrollment has been approved. The student and enrollment information is immediately sent to the DAU Virtual Campus. The DAU Virtual Campus will then send the student 3 emails- DAU Virtual Campus User Name, DAU Virtual Campus Password, and the CL Module Welcome Message. All 3 emails should be received within 1 hour after the training application has been successfully submitted. DAU Continuous Learning courses are delivered via the DAU Virtual Campus <https://learn.dau.mil>.

Once training application has been successfully submitted and then students have questions, contact the DAU Virtual Campus Help Desk at-

Hours of Operation- 0600 – 1800 EST, Monday through Friday

Email- [dauhhelp@dau.mil](mailto:dauhhelp@dau.mil)

Telephone-

1-866-568-6924, Option 1

703-805-3459, Option 1

**You have 30 calendar days to complete DAU CL modules once you have been enrolled. Once enrolled, you will not be able to drop/cancel from the course.**